



April 10, 2018

Job Title: Development Consultant
Salary Range: DOE
Schedule: 10-16 hours a week, flexible hours
Location: San Rafael, California
Beginning Date: May 2018

Organizational Description: Alcohol Justice is a national alcohol industry watchdog based in San Rafael, California. We believe youth should grow up free of the alcohol industry's advertising, enticing products and easy access. We organize locally, statewide and nationally to hold the alcohol industry accountable for harm. Please see <https://alcoholjustice.org/>

Position Description: Contract Position
In collaboration with the Executive Director/CEO

- Create a development plan and major donor plan for the year
- Write letters of interest, foundation proposals, and RFP responses
- Research major donor opportunities, starting with donor advised funds in Marin County administered by Marin Community Foundation
- Identify foundation and government contract opportunities
- Develop an outreach package, including PowerPoint presentations for donor prospecting
- Plan and prepare an annual schedule of bi-monthly appeals to our activist database to bring in first time donors
- Advise on web-based giving
- Manage donor database CIVI-CRM with technical assistance
- Knowledge of Drug Free Communities (DFC) grants and Southern California foundations required
- ED will take lead on many personal relationships

This is an excellent opportunity for a moderately experienced fundraiser familiar with public health to grow rapidly and achieve results in numerous aspects of major donor fundraising.

To Apply: Email resume and brief cover letter to: jobs@alcoholjustice.org
Please put "**Development Consultant**" in the subject line.

Alcohol Justice does not discriminate against its employees or applicants based on race, color, religion, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation, or on any other impermissible basis.

24 Belvedere Street, San Rafael, CA 94901-4817 • t 415-456-5692 • f 415-456-0491

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